

Quick Reference Guide - Version 3.0

Answer to Complaint

Step	Action
1	Click on Adversary > Answers > Complaint, 3rd, Cross, Counter.
2	Enter the Adversary number - click Next .
3	Verify Adversary number and title - Bypass the Joint Filing with other Attorney(s) screen - click Next .
4	Select the Party who is filing the Answer by highlighting with your mouse - click Next .
5	At attorney/party association screen, check box for correct association - click Next .
6	Click with your mouse the check box relating the answer to the Adversary Docket Text - Click Next .
7	Click Browse on Select the PDF Document screen to locate and verify the document you wish to attach to this entry. Click Open to attach the correct PDF - click Next .
8	Only select the check box if the answer being filed includes a Third-Party Complaint, Cross-Claim or Counterclaim .
9	Enter Hearing Information of the scheduled Pre-Trial - click Next .
10	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.